

DD/S 63-3020

17 JUL 1963

*Comm 2*

MEMORANDUM FOR: General Garter

You are not alone in your emboglement about mail addressed to "Langley, Virginia". Many of us have had the same problem, and there is an occasional added complication because people (e.g., walk-in job applicants) as well as mail can be confused by our present Directory listing. However, I think some help may be in sight.

On 7 May the Director of Logistics wrote to the telephone company requesting that our Directory listing, in both the alphabetical and U.S. Government sections be changed to show that the Central Intelligence Agency is in McLean, Virginia, and that it has an employment office located at 1016 16th Street, N.W., in Washington. The next issue of the Directory, which will reflect the changed listing, will be delivered in October. Furthermore, general use of the ZIP Code system should be of some help in getting our mail routed correctly. I am told that inclusion of our code number 20505 in the mailing address will steer the letter right, even though it may be addressed otherwise just to Washington, D.C., to 2430 E Street, N.W., or even to "Langley, Virginia". As for getting a Post Office box in McLean, this could be done very easily but I am told that it isn't needed. We already have a daily pickup and delivery service to and from the McLean Post Office which handles any mail sent to us at that postal address.

These are steps in the right direction which should clear up some of the problem reasonably soon. I dare say it may take a little longer to persuade the press, and those members of the public who don't look in the Directory, to drop the Langley address.

Signed

L. K. White

EA-DD/S:RBF:maq (17 Jul 63)

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1 - ER

✓ 1 - DD/S Subject w/ B7Sic

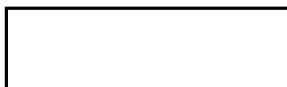
Approved For Release 2003/04/29 : CIA-RDP84-00780R000100260002-3

11 July 1963

MEMORANDUM FOR COLONEL WHITE

1. I am periodically embarrassed by receiving mail addressed to me at the office at "Langley, Virginia," which in some cases ends up at Langley Air Force Base near Hampton, Virginia, and is then returned or perhaps gets lost in the shuffle in the Langley, Virginia which is in our back yard. I note that the address of the Central Intelligence Agency as listed in the telephone directory is Langley, Virginia.

2. If I am the only fellow in these dire straits, then forget about it. On the other hand, it occurs to me that we could very easily have a Post Office box in the Post Office at Langley (although I understand there is no Post Office at Langley), or we might get Brother Day to establish a Post Office at Langley, or we might get the listing in the telephone directory changed to McLean, Virginia, and get a Post Office box in McLean, Virginia -- or some other way which you logisticians might figure out to get me out of this emboglement.



MSO

STAT

Distribution:

Orig - Addressee

- 1 - Exec Dir
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